



## Civic Event & Block Parties

The Tucson Police Department, Special Event Office serves as a clearinghouse for the planning, coordination, and approval of Civic Event Requests. The planning necessary to insure a successful civic activity may be quite extensive and often requires the approval of a variety of different departments within the City of Tucson. Completed Civic Event applications must be submitted to the Tucson Police **SIXTY (60) DAYS** in advance of the event. This provides adequate time to coordinate with the City Departments involved in the planning and approval process.

Tucson Police Department 791-4855  
Civic / Special Event Permits

Traffic Engineering 791-4259  
*Street Closures and Barricading*

Streets Division 791-3154  
*Street Maintenance*

Fire Department 791-4502  
*Fire Prevention Requirements*

Parks and Recreation 791-5909  
*Use of City Owned Equipment*

Environmental Services 791-3175  
*Refuse collection/Recycling services*

Development Services 791-5550  
*Electrical, Tent, Canopy Permits*

City Clerk 791-4213  
*Liquor License/Liquor Board Approval*

SunTran 623-4301  
*Rerouting for Street Closures/Shuttles*

Finance/License 791-4566  
*Business Privilege License*

Risk Management 791-4728  
*Event Liability Insurance*

Real Estate 791-4181  
*Use of City Property*

Pima County Health Dept. 740-2760  
*Food Sales to the Public*

### APPROVAL REQUIREMENTS

The neighborhood must be in agreement with this activity. (notification may be required)

Coordinate activity with local businesses if applicable (i.e. parking, access)

Sufficient vehicle parking area to be provided for this event.

A 20-foot lane must be maintained for emergency vehicle use.

Noise will be kept to a minimum if a nighttime event.

It is unlawful to post, affix, display, paint or otherwise attach any handbill to any street sign, post, traffic control device, utility pole, or public object.

If there is a need for dumpsters or trash and recyclable bins, arrangements for delivery and pick-up must be made in advance.

If regional City of Tucson Parks is to be used, or if booths, stages, or bleachers are required, arrangements must be made with the Parks and Recreation Department.

A Business Privilege License is involved if anything will be sold at an event, e.g. food, drink, crafts, clothing, etc.

A Health Permit from Pima County Health Department is required in order to sell food to the general public. A copy must be on file with your request packet.

Tucson Fire Department off duty Paramedics/EMT personnel may be required dependent on the time of year, weather conditions, size of the event.

If Law Enforcement is required for your event, those personnel must be scheduled two weeks prior to a Civic Event Permit being issued.

Event Liability Insurance is required naming the City of Tucson as additional insured for any event that is open to the public. The City reserves the right to charge or modify limits of liability for events of an unusual size or risk. Proof of Liquor Liability Insurance, in the amount of \$1,000,000.00 must be submitted to the Risk Manager's Office no less than two weeks prior to the event. A copy must be on file with your request packet.

**The Civic Event Committee wants you to have a safe and successful event.**